

County of Los Angeles
DEPARTMENT OF PUBLIC SOCIAL SERVICES

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BRYCE YOKOMIZO
Director



Board of Supervisors

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Fifth District

May 31, 2005

TO: Each Supervisor

A handwritten signature in black ink, likely belonging to Bryce Yokomizo, written over the 'TO:' line.

FROM: Bryce Yokomizo, Director

**SUBJECT: LOS ANGELES COMMUNITY COLLEGE DISTRICT – PROPOSED
WORK PLAN FOR LIMITED ENGLISH PROFICIENT EDUCATION AND
TRAINING (BOARD ORDER #62 - MAY 10, 2005)**

On May 10, 2005, your Board approved Limited English Proficient (LEP) funding in the amount of \$250,000 for FY 2005-06, and instructed me to submit a specific plan by May 31, 2005 for the utilization of the \$250,000 in FY 2005-06, including performance standards. You instructed me to refrain from executing the contract with Los Angeles Community College District (LACCD) until June 15, 2005, to allow for any questions or concerns you might have pertaining to the work plan. In addition, your Board moved to hold in abeyance the \$250,000 recommended for FY 2006-07, pending a report on the outcomes of LACCD's work during FY 2005-06.

This memo is in response to your Board's instruction to submit the proposed LACCD's work plan for LEP Education and Training. The attached work plan identifies LACCD's planned activities and includes the performance standards that LACCD will be required to meet under the terms of the LEP contract with DPSS in 2005-06.

My Department will monitor and track the contractor's performance on a regular and ongoing basis to ensure compliance with the contract requirements and performance standards outlined in the work plan. As instructed, I will report back to your Board by May 31, 2006 on LACCD's progress and recommend whether the \$250,000 held in abeyance for FY 2006-07 should be allocated to continue the contract with LACCD in FY 2006-07.

Each Supervisor
May 31, 2005
Page 2

Please let me know if you have any questions or concerns regarding the proposed work plan. Unless otherwise instructed by the Board, I will proceed with executing the contract with LACCD on June 15, 2005.

BY:dy

Attachment

c: Chief Administrative Officer
County Counsel
Executive Officer, Board of Supervisors

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
PROPOSED WORK PLAN TO SUSTAIN AND STRENGTHEN
LIMITED ENGLISH PROFICIENT EDUCATION AND TRAINING IN
FY 2005- 06**

This work plan is a partnership between the Los Angeles Community College District and the Los Angeles County Department of Public Social Services, in collaboration with Los Angeles County of Education (LACOE), Los Angeles Unified School District (LAUSD) Division of Adult Career and Education (DACE), and other Community Colleges in Los Angeles County.

BACKGROUND

CalWORKs participants with limited English skills frequently experience difficulty finding and sustaining employment. Further, free-standing English-as-a-Second-Language (ESL) classes have not proven to be particularly successful for these individuals. Therefore, L.A. County DPSS and the educational providers developed the Limited English Proficient (LEP) pilot programs, to provide blended services, including intensive-immersion format ESL, combined with specific career training leading to employment. The programs include classroom training and employment preparation. Typically, one or more employers participate in each program and offer employment upon successful completion.

These programs were funded by L.A. County DPSS for two years, with the expectation that the educational institutions would sustain these programs in future years through their standard funding mechanisms.

LACCD plans to convene a team of experts to participate in the communication and information gathering from all schools, identify and implement strategies that will promote ongoing availability of specialized LEP programs. This team will include representatives from LACCD, LACOE, and LAUSD-DACE, L.A. County Community College CalWORKs Consortium, DPSS, and the business sector.

OBJECTIVES

Objective #1: Assist individual providers - colleges, adult schools, Regional Occupational Programs (ROPs) - to sustain current programs, strengthen linkages with employers, and develop new programs.

- Determine the status and progress of the schools or agencies that are continuing to provide LEP services for FY 05-06.

Time: July 2005

- Work in conjunction with LACCD, Vice Chancellor of Education Services, Dean of Workforce Development, and Director of College CalWORKs programs to establish and provide a plan to the colleges, adult schools and ROPs for designing programs that incorporate the use of Average Daily Attendance (ADA) Full-Time Enrolled Students (FTES) to fully utilize State apportionment for coming years. Time: July 2005
- Assist with application process to State Chancellor's Office for Economic Development funding for FY 05-06 and 06-07 and explore additional funding sources such as WIA projects. Time: Dependent on information from Community College's Chancellor's Office (CCCO) for release and submission deadlines.
- Share successful L.A. County information with school boards. Arrange to be included on agendas to make presentations to academic senate and school administrators. Time: Ongoing
- Bring together an employers' advisory team from businesses which have participated in LEP programs in the past two years and develop strategies for program enhancements. Time: July 2005 and ongoing
- Recruit new employers from Colleges' Career and Technical Programs Advisory Committees and other sources. Time: July 2005 and ongoing

Objective #2: Establish strategies to collect and disseminate information among educational providers.

- Collect and review "Best Practices" reports from successful programs. Note what works best and strategize with the advisory team on how to build those practices in all programs, as appropriate. Provide a monthly newsletter that communicates these and other important items to all programs. Time: First newsletter to be released in September 2005.
- Develop a web-based reference library and resource center.
 - Meet with District Instructional Technology (IT) Office coordinators to determine if this strategy can be done in-house or whether it needs to be contracted out. Time: Meeting to be convened in August 2005 with LACCD Instructional Technology managers.
 - Identify appropriate staff and a host site to initiate discussion on web design. Time: September 30, 2005
- Conduct ongoing search for successful program strategies nationwide using internet and networking resources. Time: Ongoing

Objective #3: Develop a countywide recruitment brochure for these programs and develop other recruitment mechanisms and market the programs to educational leaders, businesses, and potential students.

- Design, develop, print and distribute a program recruitment and promotional brochure. Include program descriptions, locations, partners, businesses, highlights, student successes, etc. Determine budget for project, enlist staff, solicit information from schools, and print. Time: August 2005 to November 2005. Distribute before Winter break.
- Implement plan to disseminate program recruitment materials to community locations. Time: Ongoing, and will begin as soon as flyers are available.

Objective #4: Facilitate shared learning among schools, including developing a course evaluation/assessment tool for the schools to use.

- Develop a plan to conduct a system-wide workshop/conference for June 2006.
 - Determine costs and develop logistical plan. Time: April 2006
- Identify current viable evaluation and assessment tools for the programs, or develop a new tool.
 - Identify appropriate staff and develop timeline to review existing tools. Time: November 2005
 - Implement evaluation and assessment strategies. Time: January 2006
 - Complete program evaluations and outcomes. Time: April 2006

Objective #5: Coordinate with DPSS/GAIN Services Workers and Vocational Assessors to maximize the referral of CalWORKs participants to the programs.

- Attend GAIN/GROW regional meetings to share information and further generate enthusiasm for referring participants. Time: Ongoing
- Meet with Vocational Assessors and GAIN case management staff on a regular basis to provide specific contact information for the Regions. Also, discuss the value of the LEP programs and address any concerns. Time: Ongoing
- Arrange a luncheon by the Culinary Arts program and give a presentation on the LEP program successes. This will be held at one of the colleges for involved County staff and contractors. Time: Spring 2006

PERFORMANCE STANDARDS

LACCD shall perform in accordance with the following requirements:

- LACCD shall provide the County with the titles/names of the LEP programs that continue to be provided and the number of participants enrolled. A status report is due on August 1, 2005 and monthly thereafter as a supplement to LACCD's Monthly Management Report (MMR).
- LACCD shall ensure 100% compliance with completion and submission of Monthly Management Reports. A penalty will be assessed for each day the MMR is late.
- LACCD shall develop a countywide recruitment brochure for all current LEP programs. The brochure shall serve as a recruitment tool to maximize the enrollment of CalWORKs participants and must be approved by the County. The proposed material is due by November 1, 2005.
- LACCD shall develop a web portal or web-based library on an ongoing basis over the first six months of the contract. The website shall be ready for launch by January 2006.
- LACCD shall explore and create an evaluation or assessment tool to measure the success of the LEP programs. This tool shall be approved by DPSS and developed based on the needs and progress of the students enrolled in the LEP classes. The timeline for development is November 2005. LACCD shall have the tool in place by January 2006.